

# Handout 10

## Sample Protocol for Looking at Data

### **Step 1: Getting Started**

- The facilitator provides copies of selected data, making no comments on the work.
- Participants review the data silently, making notes about aspects of the data that they want to discuss.

### **Step 2: Describing the Data**

- The facilitator asks the group to describe what they see, without making evaluations or interpretations of the data.

### **Step 3: Asking Clarifying and Probing Questions**

- The facilitator asks the group to identify the questions these data raise for them.
- The group responds with questions they have about the data.
- The recorder takes notes on the questions, but makes no comments yet.

### **Step 4: Speculating About the Data**

- The facilitator asks the group what they think the data reveals.
- The group can now make interpretations and evaluations about the data.
- The facilitator responds to the group's questions and adds any information that is important to understanding the data.

### **Step 5: Reflecting on the Data**

- The facilitator invites all participants to share thoughts about ways to improve the inputs, the output, or ways they might support improvement.
- The team develops an action plan.

### **Step 6: Closing**

- The facilitator reviews the action plan, being sure everyone understands roles and responsibilities.
- The group agrees to next meeting schedule.